



Job Title: Safe Schools/Student Services Coordinator, Secondary

Department: Office of Constituent and Student Services
Reports To: Director of Constituent and Student Services, Secondary
Grade: EG-05
Number of Days: 12 Months
Security Access: ESC
Current Date: September 4, 2015
Overtime Status: Exempt

Job Objectives: Secondary Student Services/Safe Schools Coordinator provides leadership necessary to ensure a comprehensive and systemic implementation of student services to deliver a safe and positive learning environment in district secondary schools. This position provides direction, support and monitoring of district deans and counselors to deliver a quality student response system. The student services coordinator works to serve students through highly collaborative efforts with administration, teachers, parents, community constituents and law enforcement.

Minimum Qualifications:

- Oklahoma teacher's certification.
- Master's degree in school administration and/or school counseling.
- Former school administration experience in an urban district, National Board Certification or Licensed Professional Counselor (LPC) is highly desirable.
- Oklahoma administrative certificate desirable (currently valid or expired).
- Have appropriate maintenance of administrative continuing education requirements.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists in direction and coordination of district and community resources to provide a safe, disciplined learning environment, direct the deployment of the 6-12 school comprehensive guidance programs.
- Direct and coordinate district community resources to provide discipline, and student prevention and intervention services and resources to schools.
- Coordinates and participates with cross functional teams support district student services.
- Compiles and analyzes district student data on discipline and student attendance, and achievement to seek improvement of school guidance services, discipline and behavior management, practices, and services.
- Collaborate and consult with parents, administrators, community, staff, and students on discipline, school guidance, and school climate.

- Identify and share resources, models, and best practices for improving student discipline, student achievement, graduation rate, and college going rate, provide professional development on student guidance, and discipline, student policies, and legal requirements and implications.
- Direct and monitor 24/7 district incident management system.
- Serve on the district suspension review committee to monitor discipline actions and follow up with school administration to resolve errors or provide intervention assistance.
- Compose and edit District Behavior Response Plan.
- Develop and coordinate district TRAICE satellite programming.
- Meet monthly with district deans, and school counselors to provide direction and updates to programming.
- Responsible for coordination and implementation of secondary student initiatives.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- At least five years' experience as a school counselor and/or building administrator.
- Previous experience in a large, public school setting (preferred urban experience preferred experience in a Title I school).

Supervisory Responsibility:

- N/A

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Travel is required.
- Good working conditions.

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